

ALTINBAŞ UNIVERSITY

MEDICAL SCHOOL INTERNSHIP DIRECTIVE (6TH YEAR)

PART I

Purpose and Definitions

ARTICLE 1- (1) This directive has been drawn up to ensure that Altınbaş University's 6th year medical curriculum is executed out in accordance with the Medical School's goals and strategies and to determine the rights and obligations of sixth year medical students.

ARTICLE 2- (1) This Directive has been drawn up on the basis of Articles 14, 44 and 46 of Turkish Higher Education Act No. 2547 of 4/11/1981, Altınbaş University Directive on Medical Education and Student Assessment, Altınbaş University School of Medicine Medical Education, Training and Assessment Directive and the articles of Framework Regulation on Applied Training in Higher Education No. 31514 of 17 June 2021.

ARTICLE 3- (1) In this Directive, the following words and expressions shall have the following meanings:

- a) Intern: Students who have completed their first five years at Altınbaş University School of Medicine and are about to begin their sixth year of study,
- b) Intern Evaluation Form: A document approved by the head of the field of practice and the head of the relevant department, in which the knowledge, skills and competencies that are expected to be acquired in line with the learning objectives of Altınbaş University School of Medicine are evaluated, and showing whether the intern has successfully completed their internship period,
- c) Internship year: 6th year of study at AU School of Medicine,
- d) Faculty Board: Altınbaş University Board of Medical Faculty,
- e) Clinical Training: Clinical courses taught during the 4th year and the 5th year of medical education,
- f) Internship: A period of clinical training of 6th year medical students in a hospital setting,
- g) Clinical Training Committee: The committee consists of a Vice Dean and two faculty members from different departments in the hospital. The members of the committee, who are appointed by the dean for a 2-year term, are responsible for planning, arranging, and following up medical internships.
- h) Implementation process: Each clinical training section in the internship year of medical school,
- i) Internship Period Medical Skills Report Card: Prepared by the departments in

accordance with the educational objectives and curriculum of Altınbaş University School of Medicine, this evaluation form measures the skills and competencies that are expected to be acquired during internship,

- j) Internship Evaluation Form: A form prepared by the Clinical Training Committee and department heads, which includes the learning outcomes, knowledge, and competencies that are expected to be acquired by the intern during the internship period (Skill scores are recorded in the Internship Period Medical Skills Report Card).

PART II

6th Year Curriculum – Aims and Objectives

Aims and Objectives

ARTICLE 4- (1) During their sixth year of medical study, interns shall participate in seminars, conferences and similar academic events and activities in order to improve their medical knowledge, critical thinking skills and their abilities to produce solutions to health problems in the light of professional ethics and principles.

In line with these objectives, interns will:

- a) Apply the knowledge and skills they have acquired in previous courses under the supervision of a faculty member.
- b) Actively participate in the routine outpatient care and treatment in clinical units they work in. In inpatient units, interns will monitor the patients under their responsibility and effectively handle their problems, communicate with the relatives of the patients, work shifts, and treat patients under the supervision of a faculty member.
- c) Gain the ability to keep, understand and interpret medical records and to use patient management programs in digital environment.
- d) Learn the organization of the healthcare system.
- e) Enhance their communication, teamwork and leadership skills while working with their colleagues, and interacting with patients.
- f) Acquire the ability to use principles of evidence based medicine and lifelong learning.
- g) Acquire the ability to protect and improve human health in all settings (from healthcare at home to healthcare at tertiary level).

Teaching Methods

ARTICLE 5- (1) Methods of medical teaching may include bedside teaching, making rounds with faculty members, outpatient clinical education experience, operating room experience, case discussions, case presentations/reports, fieldwork, councils, seminars, paper presentations, research and presentation, individual study hours, etc.

Assessment Methods

ARTICLE 6- (1)- Attendance is mandatory. Interns shall achieve a minimum attendance rate of 80%.

(2) The interns shall be assessed for knowledge and attitude (the results of this assessment shall be recorded in Internship Evaluation Form) and for skills (the assessment results shall be recorded in Internship Period Medical Skills Report Card). The interns will be assigned the grades of "pass" or "fail" depending on their performance.

Learning settings

ARTICLE 7- (1) The internship will be undertaken mainly at the 'Bahçelievler Medical Park Hospital' and the 'Family Health Centres' designated by the Provincial Health Office. If necessary, the internship can also be done in hospitals specified under the agreement signed with the Provincial Health Office.

Training Divisions

ARTICLE 8- (1) The internship period for the sixth year medical students consists of 8 (eight) clinical training divisions (groups), which shall last for a 12-month period.

Emergency Medicine	1 MONTH
Family Medicine	2 MONTHS
Paediatrics	2 MONTHS
General Surgery	1 MONTH
Internal Medicine	2 MONTHS
Obstetrics and Gynaecology	1 MONTH
Psychiatry	1 MONTH
Elective 1	1 MONTH
Elective 2	1 MONTH

Process

ARTICLE 9-(1) In order to meet the learning outcomes of medical education, intern shall spend their final years in a healthcare institution (Bahçelievler Medical Park Hospital), receiving clinical training. The sixth year medical training is planned mainly to ensure that students are trained in primary care services. With the approval of the relevant Department, Clinical Training Committee, and the Dean's Office, interns can be sent to tertiary, secondary and primary healthcare institutions outside Bahçelievler Medical Park Hospital for training purposes.

(2) At the end of the fifth year, the Clinical Training Committee shall convene a meeting to create clinical training groups for interns. The groups shall be determined and announced by the coordinator. The group lists, Internship Evaluation Forms and Internship Period Medical Skills Report Cards are sent to the relevant Department Head one week before the clinical training begins for each division. At the end of the training, the report cards of the interns shall be approved by the person determined by the Head of the Department and sent to the Registrar's Office within 1 (one) week.

Training-working time

ARTICLE 10- (1) In the 6th year internship programme, the training-working period shall start at 08:00 and end at 17:00. The working hours in units or departments, where the work schedule is performed in rotations, shall be arranged by the departments as day or night shifts.

Shiftwork

ARTICLE 11-(1) Interns can be asked to work at different times of the day and night. These shifts, which are for training purposes, shall not be more frequent than once in four days.

Assessment and competence

ARTICLE 12-(1) The performance of each intern training group shall be assessed on the basis of competence. The interns will be assessed for knowledge and attitude (the results of this assessment shall be recorded in Internship Evaluation Form) and for skills (the assessment results shall be recorded in Internship Period Medical Skills Report Card). The interns will be assigned the grades of "pass" or "fail" depending on their performance.

Absenteeism

ARTICLE 13-(1) Interns are expected not be absent from work during their internship period without good reason or without obtaining permission from their supervisors. Any absence due to a health reason or other valid excuse shall not be exceed 20% of the entire internship days.

Failure

ARTICLE 14-(1) Interns whose performance are not found to be satisfactory or who do not meet the attendance requirements shall repeat the internship period.

PART III

Roles and Responsibilities, Rules to Follow

Roles and Responsibilities of the Clinical Training Committee

ARTICLE 15-(1) Clinical Training Committee shall ensure that Altınbaş University's 6th year medical curriculum is executed out in accordance with the Medical School's goals and strategies. The Committee shall prepare proposals regarding the following and submit these proposals to the Dean's Office: proper implementation of the internship directive, how to address internship-related issues and provide solutions to these issues, and determining the units in which interns will be trained as well as the duration of their training in each division.

ARTICLE 16- (1) The Committee is responsible for the appropriate execution of the medical training process in accordance with the educational objectives and curriculum of Altınbaş University Medical School. The Committee is also responsible for maintaining coordination between the departments and the coordinator. Accordingly, it shall:

- a) Ensure that departments determine and review their learning objectives, instructional tools, and methods at the beginning of each academic year.
- b) Prepare an orientation programme for interns.
- c) Ensure and monitor the selection, development and use of assessment and evaluation

criteria in collaboration with the Assessment and Evaluation Committee.

- d) Hold meetings to monitor the proper execution of the internship programme.
- e) Ensure and monitor whether interns are protected against the health risks in the healthcare sector.
- f) Consider the suggestions and requests from the departments and interns related to possible medical internships in different higher education institutions in the country or abroad, submit them to the approval of the Dean's Office and monitor their implementation.
- g) Monitor and carry out the preparations for graduation.
- h) Ensure that the graduation documents are completed together with the student affairs and submitted to the Dean's Office in a timely manner.

Roles and Responsibilities of Heads of Departments/Internship Coordinators

ARTICLE 17- (1) Heads of Departments shall:

- a) Choose faculty members responsible for the structuring and proper execution of clinical training divisions/groups and notify the Clinical Training Committee accordingly.
- b) Determine the learning objectives-related content and the methods to be used for each training division/group.
- c) In line with the objectives they have set, prepare the *Internship Evaluation Form* and *Internship Period Medical Skills Report Card*, and submit them to the Clinical Training Committee.
- d) The evaluation forms and the report cards of the interns approved by the Department Heads shall be sent to the Registrar's Office within one week following the end of the divisional training.

ARTICLE 18-(1) Interns shall abide by the following rules in the healthcare institutions they will work:

- a) Interns shall look, dress, and comport themselves in a manner befitting a healthcare professional.
- b) Interns shall wear their identification badges visibly at all times inside Bahçelievler Medical Park building.
- c) A white doctor's coat should be worn during training activities in the hospital.
- d) It is forbidden to wear a white coat or any other healthcare clothing outside of hospitals or

other healthcare facilities.

e) The interns should introduce themselves as "interns" to their patients.

f) Interns must comply with the rules, regulations and directives issued by Bahçelievler Medical Park Hospital and other healthcare institutions.

ARTICLE 19- (1) Roles and responsibilities of interns include:

- a) Interns shall participate in-person in examination, treatment, care, and management of patients in the hospital ward where s/he is assigned, under the supervision of a senior assistant, medical specialist, faculty member. Interns shall job-shadow and execute the following tasks under the supervision of a senior assistant, medical specialist, or faculty member: preparing the patient's polyclinic card and file, inquiring into the patient's medical history, examining the patient, informing the patient and obtaining their consent, following up the requested tests, recording the results in patient file/automation program, putting details about the course of the disease in the file, ,writing the medications that the patient should take on the patient bedside information board, and performing the discharge procedures. The relevant faculty member shall be responsible for ensuring that these tasks are learned and executed properly by the intern.
- b) Interns, accompanied by the assistant in charge, shall present the patient's medical details and the current condition of the patient to the faculty member. Accordingly, each intern shall attend all visits to the wards in line with the programme determined by the Head of the Department.
- c) Interns may request the results of tests and examinations that are necessary for patient follow-up. This however is subject to the approval of the assistant, medical specialist, or faculty member.
- d) Interns are not authorized to prescribe medications.
- e) Interns shall work in rotations (night or day shifts) according to the above-mentioned criteria and the working schedule of the hospital department.
- f) While doing their job, interns must comply with the provisions stated in quality documents of the hospital.
- g) Interns are expected to be aware of patient and family rights, to respect their rights and to comply with the principles of patient confidentiality.
- h) Interns shall not make any explanation to the patient about his/her condition or progress, or provide any medical information about the patient to patient relatives or third persons without the knowledge and supervision of the assistant, medical specialist, or faculty member in charge of the patient.
- i) Interns shall not provide training to the patient and their family without the knowledge

and supervision of the responsible assistant, medical specialist, or faculty member.

- j) Interns shall not carry patients except in emergencies. They, however, can accompany a patient while they are being carried by a staff member.
- k) Interns (except in emergencies) are not responsible for moving a patient's samples (blood, urine, stool, etc.) to the laboratory under no circumstances.
- l) Daily duties and responsibilities of an intern shall remain unchanged while working in shifts as well.
- m) Under supervision of a research assistant, interns can perform invasive procedures, which are allowed by their department, with the permission of the physician responsible for the patient. The medical specialist in charge of the patient shall be responsible for any complications and problems that may arise in connection or as a result of invasive procedures.

PART IV

Situations That Are Not Governed By This Directive

ARTICLE 20-(1) The provisions of Altınbaş University Directive on Medical Education and Student Assessment, the provisions of Altınbaş University School of Medicine Medical Education, Training and Assessment Directive and Examination Application Directive and the decisions of the Faculty Board shall apply to situations that are not specified in this Directive.

Effective Date

ARTICLE 21-(1) This Directive shall come into force on the date of its ratification by Altınbaş University Senate.

Execution

ARTICLE 22-(1) The provisions of this Directive shall be executed by the Dean of Altınbaş University Medical School.